



Administrative Procedure

PRC-PRO-SH-32621

Closure Facilities Hazards

Revision 0, Change 1

**Published: May 17, 2009
Effective: May 17, 2009**

**Project: CH2M HILL Plateau Remediation Company
Topic: Occupational Safety & Industrial Hygiene**

**Technical Authority: R.O. Zimmerman
Functional Manager: T.L. Vaughn**

<h1>Administrative Use</h1>

Closure Facilities Hazards

Published Date: 05/17/09

Effective Date: 05/17/09

CHANGE SUMMARY

AJHA: N/A

Periodic Review Due Date: 03/26/2014

HRB Date: N/A

Validation Date: N/A

Rev. 0, Chg. 1 PR#: PRC-09-0443

USQ Screen Number:

Editorial: GCX-2

TP: GCX-2

Description of Change

Editorial changes to align with current CHPRC procedures format, and reference and form numbers and titles.

Closure Facilities Hazards**Published Date: 05/17/09****Effective Date: 05/17/09****TABLE OF CONTENTS**

1.0	PURPOSE	4
2.0	SCOPE.....	4
3.0	IMPLEMENTATION.....	4
4.0	PROCESS.....	5
	4.1 Identifying Closure Facilities	5
	4.2 Identifying Closure Facility Hazards	5
5.0	RECORD IDENTIFICATION.....	6
6.0	SOURCES	6
	6.1 Requirements	6
	6.2 References	6

Closure Facilities Hazards

Published Date: 05/17/09

Effective Date: 05/17/09

1.0 PURPOSE

This procedure implements requirements derived from Title 10, Code of Federal Regulations, Part 851.21 (10 CFR 851.21), *Hazard Identification and Assessment*, paragraph (b). The rule requires a list of closure facility hazards and the established controls be submitted to the Head of the U.S. Department of Energy (DOE) Field Element if the hazards take longer than 90 days to correct.

2.0 SCOPE

This procedure applies to CH2M HILL Plateau Remediation Company (CHPRC) organizations with facilities that meet the 10 CFR Part 851, herein referenced as the “Rule”, definitions of “Closure Facilities”. The Rule’s section 851.3, *Definitions*, of the state:

A **closure facility** is a facility that is non-operational and is, or is expected to be, permanently closed and/or demolished, or title to which is expected to be transferred to another entity for reuse.

A **closure facility hazard** is a workplace hazard within a closure facility covered by a requirement of rule section 851.23 for which strict technical compliance would require costly and extensive structural / engineering modifications to be in compliance.

NOTE: *These two definitions provide the context that must be used while working this document. Specifically, the hazards of concern are very broad and high level in nature.*

3.0 IMPLEMENTATION

This document is effective upon publication.

Closure Facilities Hazards

Published Date: 05/17/09

Effective Date: 05/17/09

4.0 PROCESS

4.1 Identifying Closure Facilities

Actionee	Step	Action
Manager Occupational Safety and Industrial Hygiene	1.	Maintain a summary electronic file used as attachment to CHPRC letters to DOE.
Project Management	2.	Consult the web-based Crystal® program <i>Caretaker</i> folder labeled, and the sub-folder labeled <i>Building Management List</i> to obtain a list of facilities controlled by the Project/organization.
	3.	Determine if a facility under your control meets the Rule's definition of <i>Closure Facility</i> .
	4.	Ensure timely change of status when a facility is identified as a Closure Facility by notifying the Occupational Safety and Industrial Hygiene's Point of Contact for this document.

NOTE: *A Closure facility must come off the master list if it is reassigned for use or when turned over for demolition.*

4.2 Identifying Closure Facility Hazards

Actionee	Step	Action
Manager Occupational Safety and Industrial Hygiene	1.	Maintain a summary electronic file used as attachment to CHPRC letters to DOE.
	NOTE:	<i>Closure facility hazards list is updated based upon the status of the closure facility and/or discovery of a new hazard meeting the closure facility hazard definition.</i>
Project Management	2.	Determine if hazards meet the closure facility hazard definition for newly identified closure facilities.
	3.	Notify Director Occupational Safety and Industrial Hygiene if a closure facility is free of hazards meeting the closure facility hazard definition.
	4.	Notify CHPRC Safety, Health, Security, and Quality Vice President for hazards meeting the closure facility hazard definition and cannot be corrected within 90 days and begin the process to notify DOE.
	5.	Prepare the notification and correspondence to notify the Head of DOE Field Element, with concurrence by the Cognizant Secretarial Officer when a new closure facility hazard cannot be corrected within 90 days.

NOTE: *As an alternative, the Project may elect to seek a variance from the Rule requirement.*

Closure Facilities Hazards

Published Date: 05/17/09

Effective Date: 05/17/09

Actionee	Step	Action
	6.	Ensure timely update the Closure Facility Hazards list and/or in conjunction with the annual Worker Safety and Health Program submittal to DOE per 10 CFR 851.11.
	7.	Ensure closure facility hazards are factored in to the work planning process via PRC-PRO-WKM-079, <i>Job Hazard Analysis</i> and PRC-PRO-WKM-12115, <i>Work Management</i> .

5.0 RECORD IDENTIFICATION

All records are generated, processed, and maintained in accordance with PRC-PRO-IRM-10588, *Records Management Processes*.

Records Capture Table

Name of Document	Submittal Responsibility	Retention Responsibility
Summary Closure Facility and Closure Facility Hazard List	Project Management	Occupational Safety and Industrial Hygiene

6.0 SOURCES**6.1 Requirements**

10 CFR 851, *Worker Safety and Health Program*

6.2 References

PRC-PRO-WKM-079, *Job Hazard Analysis*
PRC-PRO-IRM-10588, *Records Management Processes*
PRC-PRO-WKM-12115, *Work Management*